



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCICOMO 3040.1  
G-1  
MAY 01 2012

MARINE CORPS INSTALLATIONS COMMAND ORDER 3040.1

From: Commander  
To: Distribution List

Subj: CASUALTY ASSISTANCE PROGRAM

Ref: (a) MCO 3040.4  
(b) MCO 3504.2

1. Situation. To promulgate policy and guidance for commanders, administrative personnel and the Casualty Assistance Calls Officer (CACO) to assist in the efficient performance of duties relating to the Casualty Assistance Calls Program which include; casualty reporting, notification, assistance; all administrative requirements, and military funeral honors support.

2. Mission. To implement and execute the Marine Corps Casualty Assistance Program in a timely and efficient manner by providing assistance to families with compassion, dignity, and honor. When a reportable casualty occurs as defined by Chapter 3 of reference (a), the reporting unit to which the member was assigned will take full responsibility for ensuring all necessary action in both casualty reporting and casualty assistance is accurately completed in accordance with reference (a).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure those personnel involved in the administration and execution of the Casualty Assistance Program within the Marine Corps Installations Command (MCICOM) are provided adequate information pertaining to policy, procedures, responsibilities, and technical instructions.

(2) Concept of Operations

a. Casualty Assistance Command Representative (CACR). In accordance with reference (a), every unit, down to the Battalion/Squadron/I&I level will have a Casualty Assistance Command Representative assigned in writing. This individual will ensure the unit is adhering to the policies of the Casualty Assistance Program and remains up to date on all significant changes to the program stemming from congressional legislation, benefit enhancements, or revised Headquarters U.S. Marine Corps (HQMC) policies.

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b. Ensure proper immediate phone liaison is made with HQMC, Casualty Assistance Section (MFPC) at (703) 784-9512 or (800) 847-1597 after normal working hours and also the Marine Corps Operations Center (MCOC) at (866) 476-2669 upon initial notification of a casualty within your command, no later than one hour after learning of the incident. Ensure the MCICOM Watch Officer is notified on all PCRs and SIRs by phone at (571) 435-1219 or e-mail at MCICOM\_WATCH\_OFFICER@USMC.MIL.

c. Ensure all casualties are reported in the DCIPS Forward 8.0 as a Personnel Casualty Report (PCR) in accordance with reference (a).

d. Ensure, at a minimum, there is at least one Officer and one Staff Noncommissioned Officer on hand trained in the duties and responsibilities of a CACO and ready to perform those duties and responsibilities as outlined in Chapter 4 of reference (a). MCICOM will maintain a roster of those that are trained.

e. When required, in accordance with reference (b), the command shall also submit a Operations Event/Serious Incident Report (OPREP-3/SIR) in addition to the generation of a PCR.

4. Administration and Logistics. Ensure all personnel are familiar with this Order and the associated command specific elements.

5. Command and Signal

a. Command. This Order is applicable to all commands that align to the command authority of MCICOM and Marine Corps National Capital Region Command (MCNCRC).

b. Signal. This Order is effective the date signed.

  
J. A. KESSLER

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